



No. NCRTC/HR/Rectt. /37/2020

Dated:13.11.2020

VACANCY NOTICE
(No.37/2020)

REQUIREMENT OF SR. EXECUTIVE/ EXECUTIVE (COMPANY SECRETARY)
ON CONTRACT BASIS

National Capital Region Transport Corporation (NCRTC) – a Joint Venture Company of Govt. of India and States of Delhi, Haryana, Rajasthan and U.P, under the administrative control of Ministry of Housing & Urban Affairs, is mandated for implementing the Regional Rapid Transit System (RRTS) in National Capital Region (NCR), ensuring a balanced and sustainable urban development through better connectivity and access. The RRTS will be a new, dedicated, high speed, high capacity, comfortable commuter service connecting regional nodes in NCR. It will provide reliable, high frequency, point to point safe regional travel at high speed for relatively longer distance with fewer stops.

The technology chosen would allow covering distances of 100 km. in an hour with scheduled stoppages. The system would also ensure the convenience of quality last mile connectivity, addressing the needs of all categories of travelers on the network. The corridors being developed under RRTS Phase-1 are **Delhi- Ghaziabad- Meerut**, **Delhi- Gurugram- SNB- Alwar** and **Delhi- Panipat**. Once operational, RRTS will be the fastest, the most comfortable and the safest mode of travel in the NCR.

NCRTC invites applications for the post of Sr. Executive/ Executive (Company Secretary) on contract basis. The detail of the post is given below: -

S. N.	Post/ Level & Pay-scale	No. of Posts & Cat.	Max. Age limit*	Qualification* & Eligibility	Experience* & Job responsibilities
(a)	(b)	(c)	(d)	(e)	(f)
1.	Sr. Executive (Company Secretary) Rs.40000-140000 (E1) or, Executive (Company Secretary) Rs.30000-120000 (E0)	01 (One) UR	35 Yrs.	Essential- -Graduate in any discipline, and -Member of Institute of Company Secretaries of India (ICSI) Desirable- -LL.B. from a reputed University. Eligibility- Has been working for last 2 years or 1 year (For Sr. Executive and Executive, respectively) in Govt. Organisation/ PSU/Private sector company, having paid-up share capital of Rs.100 crore or more.	-The incumbent must possess adequate domain knowledge and deep understanding of Corporate Laws, Secretarial standards, Labour & Industrial Laws, Commercial Legislations, IPR Legislation, other Rules & Regulations and guidelines pertaining to Corporate Governance. The candidate should have analytical reasoning and decision-making ability, drafting skills, good interpersonal communication skills with proficiency in English and should be a committed team player. -He should be able to perform the above functions and other responsibilities assigned from time to time.

* - As on 14.11.2020

- Numbers of vacancies are subject to change at any stage of the selection, as per the requirement of the Project.

PHYSICAL & MEDICAL FITNESS:

The applicant should not only be suitable in related field, but also should be physically and medically fit enough. In case of selection, candidates will have to undergo a medical examination as per the Corporation policy.

SELECTION PROCESS:

- (a) Candidates will be shortlisted on the basis of their eligibility/ experience in the relevant field and will be called for Interview.
- (b) The date and time of interview shall be communicated to the shortlisted candidates in advance.

SURETY BOND:

The selected candidates shall have to execute a Surety Bond of Rs.3,00,000/-* to serve the Corporation for the contractual period. (*Plus Training cost & GST, as applicable).

A three months' prior notice will be required to be served before seeking resignation from the Corporation.

TERM OF CONTRACTUAL EMPLOYMENT: -

The appointment shall be made purely on contract basis for a period of 02(Two) years, which will be reviewed every year. After completion of 02(Two) years' contractual employment, services may be regularized or may be extended further, subject to the requirement of the Corporation and based on performance of the employee.

COMPENSATION PACKAGE & POSTING:

The Company offers attractive pay, perks and allowances attached to the post/ grade as per company policy. The job is transferable, and the selected candidates can be posted/ transferred to any of the office/ work-place of NCRTC during the course of their service.

HOW TO APPLY:

Eligible and interested candidates may apply as per the application format at 'Annexure-I', attached. All relevant documents should be enclosed with the application.

GENERAL INSTRUCTIONS:

1. Complete filled-up application should reach this office latest by **04.12.2020**. Envelope containing the duly filled-up application should be super-scribed as-

"APPLICATION FOR THE POST OF

and should be addressed to: -

**Career Cell, HR Department,
National Capital Region Transport Corporation,
7/6 Siri Fort Institutional Area,
August Kranti Marg,
New Delhi-110049.**

Incomplete or applications received after due date shall not be accepted. NCRTC will not be responsible for non-receipt/ late receipt of the application/ any communication due to postal delay or any other reason.

2. The application should be supported with the following documents, **duly self-attested:-**
 - (a) Copies of Educational Certificates (Matriculation onwards)
 - (b) Work experience Certificate issued by Current and last employers and Office Order/ Offer of appointment and latest salary slip issued by current employer.
 - (c) Copies of the APARs
 - (d) Duty allocation order etc.

3. For candidates working with Govt. organisations, '**NOC**' from concerned Department/ Employer is required. In case of non-availability, undertaking to submit the same at further stage of selection.
4. Shortlisted candidates will be informed on their email address and they will have to appear for interview on the scheduled date and time with all original documents/ testimonials.
5. **Canvassing in any form shall disqualify the candidate.**



NATIONAL CAPITAL REGION TRANSPORT CORPORATION LTD.
(A joint venture of Govt. of India and participating State Govts.)

APPLICATION FOR THE POST OF-
(Ref. Vacancy Notice No.37/2020)

1.	Applicant's Name		Affix your latest passport size photograph, duly self-attested across
2.	Father's/ Husband's Name		
3.	Date of Birth		
	Age as on 14.11.2020Yrs..... Months.....Days	
4.	Gender		
5.	Category (UR/SC/ST/OBC/ PWD/ESM)		
6.	Organisation/ Department		
7.	Employer organization status (Strike-out which are not applicable)	Central/ State Govt./ PSU/ CPSE/Autonomous Body/ Other Govt. instrumentality/ Private sector	
8.	Present Designation		
	Employment status	Regular/ Contractual	
9.	Present Pay-Scale or Pay-package	Pay-scale/ Pay-package-	
10.	Present Address		
	Permanent Address		
11.	Contact No. (with STD code)	Phone.....Mobile.....	
12.	E-mail ID		
13.	AADHAR No.		

B. EDUCATION DETAILS

S.N.	Qualification	Name of Board/ Institute/ University	Year of passing	Division/ Grade/ Percentage

C. EXPERIENCE DETAILS: -

S.N.	Period		Post	Organisation	Place of posting	Responsibilities in brief
	From	To				

(Attach separate sheet, if required)

- Total work experience - Years.
- Work experience in related field - Years.

D. OTHER DETAILS

1.	Whether any punishment awarded in last 10 years.	Yes/ No	
	If Yes, please furnish details		
2.	Whether any disciplinary action/ inquiry is contemplated against the applicant	Yes/ No	
	If Yes, please furnish detail		
3.	Furnish Annual Performance Appraisal Report (APAR) grading (Outstanding/ Very Good/ Good/ Average/ Below average), if applicable.	2016-17	
		2017-18	
		2018-19	
		2019-20	
4.	Time required for joining, if selected		

E. REFERENCE OF TWO OFFICERS UNDER WHOM WORKING/ WORKED PREVIOUSLY-

S.N.	Name	Designation & Organisation	Mobile No. & Email
1.			
2.			

F. CONFIRMATION: I do hereby confirm that I am fulfilling the following criteria: -

S. N.	Criteria	Fulfilling (Yes/No)	Remarks (if any)
1.	Age as on 14.11.2020		
2.	Qualification		
3.	Having required work experience		
4.	Having specific work experience		
5.	Supporting documents attached		

I hereby declare that the particulars furnished above by me are true and correct. I understand that my candidature will be cancelled, if any information is found incorrect or false at any point of time.

Date:

(Signature of the candidate)

Place:

Name.....

Desig.....